



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|---|--------------|--------------|---------------|
| SUPERVISORY CRIMINAL INVESTIGATOR II | 41 | D | 11.285 |
| SUPERVISORY CRIMINAL INVESTIGATOR I | 40 | D | 11.284 |
| CRIMINAL INVESTIGATOR III | 38 | D | 11.286 |
| CRIMINAL INVESTIGATOR II | 36 | D | 11.287 |
| CRIMINAL INVESTIGATOR I | 34 | D | 11.288 |

SERIES CONCEPT

This class series encompasses investigative positions that perform criminal investigations involving violations of federal and/or State law. The investigative process is initiated following a formal request for services or as a coordinated effort with federal, State or local law enforcement and criminal justice agencies. Criminal Investigators utilize standard investigative and law enforcement techniques.

Receive formal requests for investigative services from federal, State or local law enforcement and/or criminal justice agencies, or initiate investigations based on information obtained from cooperating individuals, the public or other sources; review information and conduct background investigations to determine validity of information and appropriate use of sources.

Conduct interviews with cooperating individuals, witnesses, State and local law enforcement and criminal justice agency officials and other sources to obtain information regarding the criminal investigation, case history, goals and objectives.

Gather and preserve evidence, search crime scene, take photographs, fingerprints, sketch diagrams, talk with witnesses, suspects and document information; transport, secure, prepare and analyze evidence by following proper evidentiary procedure.

Develop case files and maintain case logs and reports; document investigative activities in chronological order to develop and formulate facts and leads, establish patterns and trends, determine motives and to support enforcement actions; utilize information to write affidavits, request search and arrest warrants, and develop final case reports prior to initiating criminal prosecution.

Perform surveillance and/or covert activities by visually observing and recording information utilizing video cameras, taking photographs, using wireless electronic audio equipment or personally conducting transactions with suspects to gather evidence, develop leads and establish probable cause.

Prepare, obtain and execute legal documents such as affidavits, search warrants, arrest warrants, and subpoenas, to continue the criminal justice process and criminal prosecution.

Prepare investigative reports encompassing all events and facts pertaining to the case in chronological order; outline violations committed, documentation of evidence, link charts, statements obtained from witnesses and cooperating individuals, statement of facts and the investigator's final opinion; provide testimony in a court of law.

Maintain various reports such as daily activity reports, case summaries, arrest reports, buy fund reports, expense reports and vehicle reports; utilize information to develop statistical data, individual performance appraisals and to substantiate program budget expenditures.

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SERIES CONCEPT (cont'd)

Conduct training programs regarding agency services, specialized functions, and/or programs to other law enforcement agencies, State and local government officials, the general public or community groups to develop understanding and awareness.

Perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Enforcement powers are that of peace officers and incumbents have police powers for the enforcement of the provisions of the Nevada Revised Statutes and federal laws relating to any observed criminal activity. Investigators carry firearms in the performance of their duties and must meet Category I P.O.S.T. certification requirements.

In addition, Criminal Investigators perform specialized casework assignments on a statewide basis which may involve polygraph services, intelligence gathering and record keeping, development and control of informants, records of unidentified deceased or missing persons, criminal investigations involving homicides, sexual assault, drug trafficking, diversion, clandestine laboratories, and/or internal affairs.

CLASS CONCEPTS

Supervisory Criminal Investigator II: Positions allocated to this class spend approximately 75% of their time supervising multi-jurisdictional task forces comprised of officers from various law enforcement agencies which may include the FBI, DEA, U.S. Customs Service, NHP, and various police and sheriffs departments throughout the State. Supervision of such task forces includes assigning and reviewing work, planning and organizing activities, evaluating the performance of officers, and providing counseling and discipline in accordance with labor agreements and regulations of the officer's home jurisdiction. Incumbents also have budgetary responsibility for funds received from government entities, approving and monitoring overtime of task force officers, and control of monies designated for the purchase of contraband in undercover operations.

Supervisory Criminal Investigator I: Incumbents perform the full range of duties in the series concept. In addition, under direction of the Inspector General, incumbents supervise the activities of criminal investigators in the Department of Corrections through the review of investigative reports and forms, case assignments and activities. Ensure forms and reports are completed accurately, within established time frames and conform to established policy and procedure.

Perform specialized investigations dealing with sensitive, high profile or difficult case assignments, requiring a detailed knowledge of federal and State law, department policy and procedure, functions of other law enforcement agencies, and the judicial system.

Implement training programs for investigative staff based on needs assessment, such as weapon qualification, the Field Training Officers Program, new recruit training, and requests from state and local enforcement agencies and the community.

The Supervisory Criminal Investigator is distinguished from lower level criminal investigators by: the development, implementation, and interpretation of policy and procedures, goals and objectives; monitoring existing budget and forecasting future needs of the field office or section; maintaining the case management system; compiling and preparing agency and federal task force reports; inspecting staff vehicles and equipment;

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CLASS CONCEPTS (cont'd)

Supervisory Criminal Investigator I (cont'd)

functioning as an agency representative; and conducting liaison activities with local law enforcement agencies, the judicial system and the surrounding community.

Criminal Investigator III: Incumbents are assigned responsibility for investigative assignments or functions within an enforcement area (e.g., task force, general investigations unit). Positions at this level receive general supervision from a Supervising Investigator. Work is reviewed through case reports, activity reports, meetings and as the need arises. Assignments are performed independently or require providing direction to lower level investigators assigned to the case.

Conduct the more complex or difficult investigative assignments that may involve cases of a high profile or sensitive nature, involving multiple criminal violations and/or suspects, and which require specialized knowledge in areas such as polygraph examination, intelligence gathering, drug trafficking and/or manufacture, homicide investigation, etc.

This is the journey level class in the series.

Criminal Investigator II: Incumbents perform the full range of duties described in the series concept under the direction of a higher level Criminal Investigator or Supervisor. Work is reviewed on a regular basis. Employees in this class may progress semi-automatically to the journey level Investigator class upon successful completion of their probationary period and approval of the appointing authority. This is the continuing trainee level in the series.

Criminal Investigator I: This is the entry level Criminal Investigator in the series. Incumbents receive training in the duties described in the series concept. Employees in this class may progress semi-automatically to the next level in the series upon successful completion of their probationary period and approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this series must first submit to a pre-employment screening test for controlled substances.
- * Applicants must meet current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * Applicants must possess a valid Nevada driver's license, class A, B, or C at the time of appointment and for continuing employment.
- * A quarterly qualifying score of 70 or better with a firearm will be required.

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MINIMUM QUALIFICATIONS (cont'd)

SUPERVISORY CRIMINAL INVESTIGATOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in criminal justice, police science, psychology, business administration or closely related field and five years of criminal investigation and law enforcement experience involving standard investigative and enforcement techniques utilized to enforce State and federal laws, preparation of detailed investigative reports, and implementation of agency program goals and objectives. Two years of the required experience must have included working as a member of a multi-jurisdictional work force; **OR** two years as a Criminal Investigator III in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: generally accepted budgeting practices. **Ability to:** promote positive and effective working relationships between task force officers from other law enforcement agencies; make optimum use of specialized investigative knowledge, skills and abilities of task force officers; maintain cooperative working relationships with other law enforcement agencies, government officials, the judicial system, and general public; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: personnel rules and regulations applicable to officers from various federal, state, county and city law enforcement agencies; federal, State and other jurisdictions' budgetary and accounting practices; supervisory principles and practices. **Ability to:** plan, organize, and coordinate the activities of multi-jurisdictional task forces assigned to investigate a broad variety of crimes related to homicide, narcotics, vehicles, political investigations, and sexual assault; supervise officers assigned to multi-jurisdictional law enforcement task forces; interpret and apply federal, State and other jurisdictional laws and regulations; manage a complex criminal investigation which involves multiple jurisdictions; analyze routine and emergency situations and take appropriate actions.

SUPERVISORY CRIMINAL INVESTIGATOR I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in criminal justice, police science, psychology, business administration or closely related field and four years of criminal investigative and law enforcement experience involving standard investigative and enforcement techniques utilized to enforce State and federal laws, preparation of detailed investigative reports, and implementation of agency program goals and objectives. Work experience may be obtained in a law enforcement, investigative or comparable setting; **OR** high school graduation or equivalent (GED) and six years of investigative experience as outlined above; **OR** two years as a Criminal Investigator III in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Thorough knowledge of: laws of arrest, rules of evidence, rights of citizens, search and seizure, court procedures and general law enforcement. **Knowledge of:** record keeping practices and procedures regarding the storage and retrieval of investigative reports and cooperating individual files. **Ability to:** train and instruct others in the proper performance of their duties, the use of specialized equipment, self defense and deadly force; gain the respect of others; negotiate and formulate complaint resolution; explain methods and requirements for compliance with agency policy; *and all knowledge, skills and abilities required at the lower levels.*

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MINIMUM QUALIFICATIONS (cont'd)

SUPERVISORY CRIMINAL INVESTIGATOR I (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: Nevada Revised Statutes, agency policy and procedure, and federal laws that pertain to the supervision of investigative and enforcement activities. **Knowledge of:** supervisory principles and practices as well as State personnel policy necessary to supervise subordinate personnel. **Ability to:** direct and coordinate the more complex case assignments; maintain good working relationships with other law enforcement agencies, government officials, the judicial system, and the general public; provide in-service training to subordinates on agency policy and procedure, investigative and enforcement techniques and court room procedures; develop, interpret and implement policy and procedure; motivate others to take appropriate action; assist in the development of program goals, objectives, plans, and budgets; communicate program goals, policy and procedures to subordinate staff, law enforcement agencies, the judicial system and the general public.

CRIMINAL INVESTIGATOR III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in criminal justice, police science, psychology, business administration or closely related field and three years of criminal investigative or law enforcement experience involving standard investigative and enforcement techniques utilized to enforce State and federal laws, preparation of detailed investigative reports, and implementation of agency program goals and objectives. Work experience may be obtained in a law enforcement, investigative or comparable setting; **OR** high school graduation or equivalent (GED) and five years of experience as outlined above; **OR** one year as a Criminal Investigator II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: federal regulations governing drug enforcement, laws of arrest, rules of evidence, search and seizure, confiscation of stolen property, legal rights of citizens and court procedures; interviewing and interrogation techniques. **Ability to:** establish and maintain effective courteous working relationships; secure facts by personal contact, observation and checking of records; obtain and serve legal documents such as arrest warrants, subpoenas and affidavits; read and interpret court orders, legal documents, complaints or judgments; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: State and federal law, agency policy and procedure as they relate to the mission of the department; advanced or specialized analytical investigative techniques to perform the more complex or difficult case assignments; where to obtain needed information or documents required to substantiate or negate suspected criminal violations. **Ability to:** independently conduct surveillance activities utilizing appropriate equipment and techniques; independently conduct a variety of investigative functions and follow through with minimal direction; prioritize assignments with changing workloads and deadlines; recognize emergency or dangerous situations and take appropriate action; gain the confidence of others, reason persuasively and to take corrective action; provide in-service training to subordinate staff; assist in the development of agency goals, objectives, operating policy and procedure.

CRIMINAL INVESTIGATOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in criminal justice, police science, psychology, business administration or closely related field and two years of criminal investigative and law enforcement experience involving standard investigative and enforcement techniques utilized to enforce State and federal laws, preparation of detailed investigative reports,

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MINIMUM QUALIFICATIONS (cont'd)

CRIMINAL INVESTIGATOR II (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

and implementation of agency program goals and objectives. Work experience may be obtained in a law enforcement, investigative or comparable setting; **OR** high school graduation or equivalent (GED) and three years of experience as outlined above; **OR** one year as a Criminal Investigator I in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application)

General knowledge of: investigative techniques as applied to gathering facts and information. **Knowledge of:** the functions and practices of various law enforcement and criminal justice agencies. **Ability to:** work as part of a team; conduct interviews both in person and by phone to obtain needed information; obtain and verify facts, statements and incidents; weigh facts impartially and accurately; interpret various laws, policy and procedures and apply them to specific cases; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: recognized investigative principles and accepted practices; general office procedures, methods and equipment; the use of force; the appropriate use and care of equipment such as firearms, handcuffs, radios and surveillance equipment. **Ability to:** maintain good working relationships with other law enforcement agencies, government officials, the judicial system, and the general public; recognize and develop evidence for orderly presentation in a court of law; testify effectively in court; analyze situations and take effective action; maintain equanimity in the face of resistance, indifference or hostility; maintain cooperative working relationships with staff members; discuss and explain agency policy and procedure to persons of various backgrounds.

CRIMINAL INVESTIGATOR I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in criminal justice, police science, or closely related field; **OR** high school graduation or equivalent (GED) and two years of criminal investigative and law enforcement experience involving standard investigative and enforcement techniques utilized to enforce State and federal laws, preparation of detailed investigative reports, and implementation of agency program goals and objectives. Work experience may be obtained in a law enforcement, investigative or comparable setting; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: interviewing techniques; the operation of state and local government; general law enforcement principles and practices. **General knowledge of:** investigative principles as applied to gathering facts and information. **Ability to:** write concise, logical grammatically correct reports; speak on a one-to-one basis using appropriate vocabulary and grammar; record information quickly and accurately; read and interpret statutes and agency policy and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: agency policy and procedure in conducting routine investigative assignments; agency record keeping practices. **General knowledge of:** federal and State laws pertaining to assigned enforcement area. **Ability to:** analyze situations and develop a logical course of action; perform independent research;

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MINIMUM QUALIFICATIONS (cont'd)

CRIMINAL INVESTIGATOR I (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

efficiently and effectively organize information and data; select, prepare and maintain needed and required records or documents; orally present information and findings in a clear, concise manner before agency management, agency officials and the judicial system.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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| ESTABLISHED: | 6/10/98R 7/2/99UC | 7/1/91P 10/19/90PC | 7/1/91P 10/19/90PC | 7/1/91P 10/19/90PC | 7/1/91P 10/19/90PC |
| REVISED: | | 11/15/91PC | 11/15/91PC | 11/15/91PC | 11/15/91PC |
| REVISED: | | 7/1/97LG | 7/1/97LG | 7/1/97LG | 7/1/97LG |
| REVISED: | | 6/10/98R | 6/10/98R | 6/10/98R | 6/10/98R |
| | | 7/2/99UC | 7/2/99UC | 7/2/99UC | 7/2/99UC |
| REVISED: | 3/29/01UC | 3/29/01UC | 3/29/01UC | 3/29/01UC | 3/29/01UC |
| REVISED: | | 7/1/01LG | | | |